**Competency Based Application Form**

**Please read all notes attached to this form prior to Completing this Competency Based Application Form**

A Competency Based Application Form requires **YOU**, the candidate, to describe some of your personal achievements to-date that demonstrate certain competencies (necessary skills and qualities) required for the position you are applying for **(e.g., Leading, learning and Teaching; Leading FE College Development; , Developing Leadership Capacity; Communications; Managing the Organisation; Self-Awareness and Self-Management; etc).**

**All question areas in this application form must be completed. Incomplete application forms may NOT be considered.**

A definition of a skill or quality is given for each competency. You are then asked to describe a situation, from your own experience, which you think is the best example of what **YOU** have done which demonstrates this skill or quality. It is essential that you describe how **YOU** demonstrated the skill or quality in question.

You are advised to structure what you write so that you give specific information about what **YOU** have done - for example, do not simply say that **“X was successful”**, you should describe exactly what **YOU** did and how **YOU** demonstrated the skill or quality in question.

**For each example please include the following:**

(a) the nature of the task, problem or objective;

(b) what you actually did and how you demonstrated the skill or quality (and, where appropriate, the date you demonstrated it)

(c) the outcome or result of the situation and your estimate of the proportion of credit you can claim for the outcome.

**Please do not use the same example to illustrate your answer to more than two skill areas.**

**Please note**: should you be called to interview, the Board may look for **additional examples** of where you demonstrated the skills required for this post so, **you should think of a number of examples of where you demonstrated each of the skills**

* The Application Form must be **TYPED**. Handwritten forms will not be accepted.
* Please **DO NOT** alter the format of this application form
* All questions **must** be answered.
* Do not change the question numbers or sequence.
* Boxes may be expanded as required – please comply with maximum word count (300 words) requirements.
* Application is by official CMETB Application Form only. **No CVs accepted**
* No letter of application, CV or written reference should accompany this form
* Please take careful note of the closing date and time and submit your application in plenty of time, as **LATE APPLICATIONS WILL NOT BE ACCEPTED**. CMETB accepts no responsibility for applications that are received late.

**IMPORTANT NOTE:** By applying for any position, working or volunteering with, or otherwise taking up any position within Cavan and Monaghan Education and Training Board (CMETB), you acknowledge that your personal data (including special category personal data) shall be processed by CMETB. The Privacy Notice attached to this application form gives you some helpful information about who we are, what personal data we collect about you, why, who we share it with and why, how long we keep it, and your rights. If you need more information, please see our Data Processing Policy available at [www.cmetb.ie](http://www.cmetb.ie)

**Official CMETB Application Form**



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| **028-2024 Deputy Director in Cavan Institute** **(Category XVII Deputy Director’s Allowance)** |

1. **Personal Details**

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| **First Name** | **Surname:** |
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| **Home Address Below - (full postal address including Eircode / Postal Code):** |
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| **Correspondence Address *(if different from above address)*** |
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| **Contact Number:**  |  | **Email:** |  |

Are there any restrictions regarding your employment? Yes [ ]  No [ ]

*(if you answer Yes, please provide details on separate sheet)*

Do you require a Work Permit? Yes [ ]  No [ ]

Do you have five years’ whole-time teaching service or equivalent? Yes [ ]  No [ ]

(***ETB: CL 06/02)***

Are you registered with Teaching Council? Yes [ ]  No [ ]  Registration Number:

If NO, are you eligible for registration and willing to register?

**Please note that the successful candidate will be paid by the Education and Training Board and is required to fulfill the Department of Education’s conditions which include registration with The Teaching Council.**

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| **Employer use only** | **Yes** | **No** |
| Teaching Council Registration | [ ]  | [ ]  |
| Post-Primary Teacher Qualification(s) as per DES Guidelines | [ ]  | [ ]  |
| Minimum of 5 year’s whole-time satisfactory teaching service or its equivalent | [ ]  | [ ]  |

**Present Position**

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| **Please give details of your current position:** |
| **Organisation:** | **Location:** | **Job Title:** |
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| **How much notice do you need to give your current employer?** |       |

1. **Qualifications**

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| **2.1 Primary Degree / Diploma**  |
| University/Institute/College:  |
| Qualification (Pass/Hons):  | Awarding Body:  |
| Year of Entry:  | Year Qualified:  |
| Subjects studied:  |
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| **2.2 Primary Degree / Diploma** |
| University/Institute/College:  |
| Qualification (Pass/Hons):  | Awarding Body:  |
| Year of Entry:  | Year Qualified:  |
| **Subjects studied:** |
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| **2.3** **Postgraduate Degree / Diploma** |
| University/Institute/College:  |
| Qualification (Pass/Hons):  | Awarding Body:  |
| Year of Entry:  | Year Qualified:  |
| **Subjects studied:** |
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| **Other Skills Training / Courses relevant to this post**  |
| Year attended | Title of Skills Training | Training Body |
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1. **Professional Management / Leadership Development**

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| List any management/leadership courses not included in Section 3 above. Please include dates of the relevant training and duration of these courses as well as additional qualifications. Start with the most recent and work backwards. |
| ***Name of Course*** | ***Name of Organisation/Institution running course*** | ***Course Duration*** | ***Year*** |
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1. **Teaching and other relevant experience**

| **4.1 Please provide details of your work history beginning with the most recent position:** |
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| Dates(From/To) | Name & Address of Employer | Position Held & Whole-time or Part-time | Summary of Main Duties | Reasons for Leaving |
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| **4.2 Post(s) of Responsibility or equivalent beginning with the most recent position.** |
| Dates From/To | Position - (Indicate level of Position – eg AP, SD and Post Title) | School or other Institution | Responsibilities |
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| **4.3 Other relevant experience (ie Social/Business) beginning with the most recent.** |
| Dates From/To | Position | School or other Institution | Responsibilities |
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| **4.4 List, outline dates, any extra-curricular activities in which you are or have been involved (beginning with the most recent):** |
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1. **Role and Function of Deputy Director**

A number of key competencies have been identified as being essential for the effective performance of the role and function of Acting Director

These competencies are as follows:

6.1 Leading Learning and Teaching

6.2 Leading FE College Development

6.3 Developing Leadership Capacity

6.4 Communication

6.5 Managing the Organisation

6.6 Self-Awareness and Self-Management

Outline an example(s) on the following pages, of how and where you have displayed each of these competencies (no more than 450 words per competency). The example(s) may be drawn from your experience in various settings including professional, social, sporting or voluntary.

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| **6.1 Leading learning and teaching**Understands that high quality teaching and learning is the core business of an FE College and demonstrates the skills to act as the instructional leader promoting a culture of improvement and collaboration in this area. |
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| **6.2 Leading FE College Development** Demonstrates the ability to establish and maintain a guiding vision for the FE College in line with the mission statement and communicates appropriately the goals and expectations of this vision to the FE College community. |
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| **6.3 Developing Leadership Capacity**Empowers staff to carry out leadership roles, facilitates active student participation in College leadership while reflecting on the effectiveness and sustainability of their personal leadership and networking with other leaders. |
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| **6.4 Communication**Demonstrates the capacity to clearly hear and articulate views, opinions and attitudes through effective and appropriate and empathic interaction with all stakeholders in a variety of situations and contexts. |
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| **6.5 Managing the Organisation** Uses a range of a range of resources, supports and processes to ensure the effective and efficient running of the FE Centre and develops and implements a system of professional responsibility and accountability. |
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| **6.6 Self-Awareness and Self-Management** Is self-aware and has the capacity to self-manage and develop personally and professionally. |
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1. **Supporting Statement**

This section is for you to provide further information in support of your application. You should demonstrate why you have applied for the position and outline any other knowledge/expertise or attributes which you consider pertinent to the role of Acting Director within the context of the ethos and characteristic spirit of the college (max 200 words).

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1. **References**

Please provide names, addresses and position/occupation of two people (other than relatives or friends) with knowledge of you and your work to whom professional reference can be made. One should be your current or most recent employer. **[*Please note: your referees may be contacted without further communication with you]*.**

**Present or most recent employer:**

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| --- | --- | --- | --- |
| **Name and Title** | **Position Held by Referee** | **Phone / Mobile** | **Email** |
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| **Please provide full Postal Address in the box below** |
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**Other referee:**

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| **Name and Title** | **Position Held by Referee** | **Phone / Mobile:** | **Email** |
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| **Please provide full Postal Address in the box below** |
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1. **Personal Disclosure:**

Cavan and Monaghan Education and Training Board (CMETB) owes a duty of care to its students. CMETB has a duty to satisfy itself that no employee poses a threat to students or staff. CMETB must therefore, ask the following questions at the recruitment stage:

Have you ever been convicted of a criminal offence and/or an offence related to Child Welfare? **Yes / No:**

Have you ever been the subject of an inquiry or investigation concerning a child welfare matter, or an investigation arising from a complaint/allegation of child abuse or wrongdoing towards a minor? **Yes No:**

Are you aware of any material circumstance in respect of your own conduct which impinges on the welfare of a minor? **Yes / No:**

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| **If you answer YES to any of the above questions, please detail below the nature and date(s) of the investigation / offence(s):**     |

**Important note**: It is a fundamental term of your employment that you make appropriate full disclosure in respect of the questions outlined above. You should also note that if CMETB is satisfied, in the future, that you have made an incomplete or inaccurate disclosure, you may face disciplinary action, up to and including dismissal.

CMETB undertakes that all responses furnished by you in respect of the above questions will be treated as confidential, subject to any reporting obligations which may be imposed on CMETB, pursuant to the Children First Act 2015, the Department of Education Child Protection Procedures for Primary and Post-Primary Schools or to any legal obligation imposed on CMETB.

In the event of you being recommended for appointment to this position, CMETB is obliged to comply with the terms of current Department of Education Circular Letters and Memos. CMETB’s policy is that **all** newly appointed staff will be vetted by the National Vetting Bureau (NVB) and, the outcome of the vetting will be considered in the light of CMETB’s vetting policy. This applies in respect of appointments to positions where the person is not currently an employee of Cavan and Monaghan ETB and applies irrespective of whether the individual has been vetted previously or not.

1. **Declaration and Signature**

You are required to sign the below declaration, clarifying that all information provided by you in this application form is correct.

* I declare that the information that I have provided in this application is true and correct.
* I understand that CMETB Selection Board may wish to check any of the details provided.
* I understand that providing incorrect information or deliberately concealing any relevant facts, may result in disqualification from the selection process or, where discovery is made after an appointment, in summary, dismissal.

*Please type your name as declaration that the information given in this application is true and correct.*

**Type Your Name Here**: **Date**:

**The completed application form must be uploaded in MS Word only**

**Do NOT convert to Aobe PDF.**

**See Cavan and Monaghan ETB listing on** [**www.etbjobs.ie**](http://www.etbjobs.ie)

 **Closing Date:**

**IMPORTANT NOTICE**

**The Selection Process may include:**

* Shortlisting of candidates on the basis of the information contained in their application
* Qualifying preliminary interview
* A presentation

**The Selection Process will include:**

* A competitive interview
* Reference checking
* Completion of a satisfactory pre-employment medical assessment

**Shortlisting:**

The number of applications received for a position may exceed that required to fill existing vacancies.

If numbers applying for the position are such that it would not be practical to interview everyone, CMETB may decide to employ a short-listing process to select a group for interview who, based on an examination of the information provided in your application form, appear to be the most suitable for the position.

This is not to suggest that other candidates are necessarily unsuitable, or incapable of the job, rather that there are some candidates who are, prima facie, better qualified and/or have more relevant experience.

During any short-listing exercise that may be employed, CMETB examines the application forms and assesses them against criteria based on the requirements of the position. It is therefore in your own interests to provide a detailed and accurate account of your qualifications/ experience on the application form.

1. Please apply for positions for which you are qualified.
2. Panels may be formed from which appointments may be made*.*
3. Applications are accepted online only via the website [www.etbjobs.ie](http://www.etbjobs.ie).
4. Deadline for receipt of completed CMETB application forms is **12:00-noon** **per the CMETB / ETB Jobs network clock.** There will be no deviation from this set clock. Applicants should ensure they upload their completed CMETB application form well in advance of the deadline. No corrections will be made after the deadline, **NO EXCEPTIONS**. Late applications are not accepted.
5. Incomplete Application Forms will not be considered. All questions on the official form must be fully completed by the applicant – **referral to “CV attached” will not suffice.**
6. Please telephone the HR Department **(047 30888 EXT 4)** to ensure your application has uploaded successfully. Nor corrections or updates will be accepted once the deadline has passed, no exceptions.
7. Further information on CMETB including details of our schools, centres and programmes can be found on our website [www.cmetb.ie](http://www.cmetb.ie).
8. CMETB is committed to equality of opportunity in its recruitment and employment practices.
9. **Cuirfear fáilte roimh chomhfhreagras i nGaeilge**

By applying for any position, working or volunteering with, or otherwise taking up any position within the ETB, you acknowledge that your personal data (including special category personal data) shall be processed by Cavan and Monaghan Education and Training Board (CMETB). This Privacy Notice gives you some helpful information about who we are, what personal data we collect about you, why, who we share it with and why, how long we keep it, and your rights. If you need more information, please see our Data Protection Policy available at [www.cmetb.ie](http://www.cmetb.ie)

1. We are Cavan and Monaghan Education and Training Board (CMETB). Our address and contact details are CMETB Administration Centre, Market Street, Monaghan H18 W449, telephone 04730888, email contact info@cmetb.ie We provide second level education, second chance education; further education and training including apprenticeships; Youthwork, community-based education programmes; prison education, outdoor education; arts education; outreach programmes, specialist programmes e.g., through Music Generation and other programmes/courses as maybe delivered/funded/sponsored in whole or part or in co-operation with other bodies/agencies etc. For further information, see section 1 of our Data Protection Policy available at [www. cmetb.ie](http://www.XXXXXXX.ie)
2. We collect and use your personal data. The personal data we collect includes your name; date of birth; address; contact details; previous employment, experience and qualifications; vetting outcome; Teaching Council registration; registration with any other professional/accrediting body; PPS number; financial data; images (staff cards, CCTV); medical, health and occupational health data; immigration/work-visa information; information relating to recruitment, promotions, and appointments processes; other IR/HR processes; pensions details etc. We use personal data for purposes including, running an efficient service; complying with our obligations as an employer; for recruitment and appointments; allocating resources to our education centres; monitoring the effectiveness of our equal opportunities policies; to discharge our duties to other staff and students; complying with our statutory reporting obligations to Government bodies and EU funding bodies; resolving disputes and defending litigation etc. The information we collect about you depends on various factors, e.g., we will hold differing levels of information about a job applicant as compared with a long-standing employee. Certain personal data is collected and aggregated for use on an anonymised basis, e.g., to monitor our compliance with equal opportunities and non-discrimination policies. For further information on what data we collect, why we collect it, how we use it, and the legal basis for same, please go to section 2 of our Data Protection Policy available at [www.cmetb.ie](http://www.cmetb.ie) .

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1. We share your personal data with third parties, including other Government bodies. Depending upon the nature of your role within the ETB, this may include data-sharing with bodies including the Department of Education and Skills, Revenue Commissioners, Department of Social Protection, Comptroller & Auditor General, TUSLA, An Garda Síochána, HSE, the Teaching Council or any other regulatory body to which you belong, your Trade Union (for IR/HR issues), occupational health advisors, our insurance company (Irish Public Bodies), banks/financial institutions (to pay wages), pension administrators and pension trustees, future employers (for references etc.), other service providers (including IT providers, security providers, legal advisors) etc. The Government bodies to which we transfer your personal data will use it for their own purposes (including: to verify other information they already hold about you, for fraud prevention measures, etc.) and may aggregate it with other information they already hold about you. For further information on who we share your data with, when and in what circumstances, and why, please see section 3 of our Data Protection Policy available at [www.cmetb.ie](http://www.cmetb.ie)
2. We do not transfer your personal data to a third country or international organisation. Certain companies who process personal data on behalf of CMETB may transfer personal data for processing outside the EU, however this will only be done with the agreement of CMETB and with the assurance that appropriate safeguarding measures are in place to protect the data. We will advise data subjects if their data is to be transferred outside the EU.
3. We do not engage in automated decision making/profiling.
4. Some personal data is only kept for a short period (e.g., will destroy at the end of an academic year because it is no longer needed). Some data we retain for a longer period (e.g., we retain even after you leave our employment). For further information on the retention periods, please go to section 6 of our Data Protection Policy available at [www.cmetb.ie](http://www.cmetb.ie)
5. You have the following statutory rights, that can be exercised at any time:
6. Right to complain to supervisory authority (the Office of the Data Protection Commissioner)
7. Right of access
8. Right to rectification
9. Right of erasure
10. Right to restrict processing
11. Right to data portability
12. Right to object to automated decision making/profiling.

For further information, please see section (7) of our Data Protection Policy available at [www.cmetb.ie](http://www.cmetb.ie) or alternatively contact our Data Protection Officer.

1. We have appointed a Data Protection Officer (DPO). Her name and contact details are Fiona Nugent dpo@cmetb.ie If you have any queries, please consult our Data Protection Policy ([www.cmetb.ie](http://www.cmetb.ie)) or contact our DPO.